

**SNOW REMOVAL REIMBURSEMENT PROGRAM
GUIDELINES
2012 – 2013 Winter Season**

Measuring stations

- Civic associations located in zones with more than one DEOS station will be reimbursed at the highest measurement recorded within that zone.

Annual contracts

- Civic associations with pre-paid annual contracts need only submit a copy of the signed contract, a copy of the cancelled check paid to the contractor, and a reimbursement request form signed by an association officer certifying that the contractor is licensed and insured.
- After receipt of the necessary documents, reimbursement will be automatically processed after each qualifying snow event for the lesser of either 75% of the amount paid or 75% of the calculated cap.

Per Event Billing

- Civic Associations that pay per event must follow the instructions provided on the enclosed reimbursement request form.
- A separate form must be completed and signed by an association officer certifying that a licensed and insured contractor was used for each qualified event. Form must have daily breakdown of cost for plowing and materials used (salt/sand). Reimbursement for salt/sand, if used, will not increase the cap rates established by DelDOT as the maximum reimbursement for all snow removal services. Only salt/sand used on the roadway is reimbursable.
- Providing a copy of the Reimbursement Request form to your contractor will make them aware of the detailed itemization required.
- Associations that have feeder roads must have the snow plow contractor separately itemize the daily charge for plowing and salt/sand of the feeder road. These charges must be itemized separately on the request form also.
- All reimbursement requests for the **2012-2013** winter season must be received in our office by **June 4, 2013**. Requests received after that date must be denied and will be returned.
- Extra copies of the form may be printed from our website.

Sample contract

- The SAMPLE contract for snow removal services provides language that should be included, as a suggested minimum, in your contract with your snow removal vendor. Again, this is a guide and should be customized to address all of your subdivision's specific needs.

Association data sheet

- Review all data and return the confirmation sheet in self addressed stamped envelope provided in annual packet by **December 3, 2012**. Any changes should be noted on the confirmation sheet, signed and returned.
- The Division of Accounting prints all State of Delaware checks and requires the completion of a DE W9 anytime there is a change in the associations address. If your address has changed, you must complete a DE W9 either online at <http://accounting.delaware.gov> or complete the printable version and mail to:

EPR Project/Division of Accounting
Attn: Jack Kennedy/ Nancy Sapp
800 Silver Lake Blvd., Suite 100
Dover, DE 19904

Direct deposit

- A direct deposit enrollment form must be completed for electronic deposits into the association's bank account. If there are any changes in your banking information, please complete the form with the corrected information and return to our office.

Feeder roads

- A feeder road is a road that serves more than a single subdivision as a primary entry way. These roads may serve two or more different subdivisions or a subdivision and either a school, church, business or other public building.
- Only roads that have been determined by DelDOT as feeder roads will be reimbursed at feeder rates when proper documentation is submitted.
- Feeder roads are reimbursed at the lesser amount of either 100% of the invoiced amount or 200% of the allowable cap. In order to be reimbursed for feeder roads, you must arrange to have your snow plow contractor separately itemize the charge for plowing the feeder road.
- When completing the reimbursement request form, you must indicate the itemized cost for the feeder road separately. Feeder roads included in your Civic Association's reimbursement are listed on the attached street listing.